



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

06/25/04

Volume 153

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)



Save the Date!
CT Shops 2004
November 9, 2004!

TABLE OF CONTENTS

NOTEWORTHY NEWS	2
A New Office Supply Contract!	2
CT Environmentally Preferable Purchasing.....	2
<i>Connecticut Municipalities are Active in Climate Change Protection.....</i>	<i>2</i>
Mark Your Calendars! CT \$hops 2004 is Coming!	3
BID NOTICE POSTINGS	3
CONTRACT INFORMATION:	4
<i>DAS Contracts.....</i>	<i>4</i>
<i>Contracts Expiring.....</i>	<i>4</i>
CORE-CT INFORMATION	4
<i>Invoice, Document and Accounting Date to Change.....</i>	<i>4</i>
<i>Monitoring the PO Rollover Process.....</i>	<i>5</i>
<i>Announcing Fiscal Year Beginning Labs.....</i>	<i>5</i>
<i>Looking for Catalog Items in Core-CT/PeopleSoft?.....</i>	<i>6</i>
<i>Getting Help Quickly And Easily.....</i>	<i>6</i>
“CERTIFICATION CENTRAL”	6
PEPPY’S TOOLBOX.....	6
WINNING WAYS!.....	7
ASK PEPPY!.....	7
<i>Key Word Searches on Web Page.....</i>	<i>7</i>
PEPPY’S POINTS TO PONDER... ..	9
TECH TALK WITH MS. BITS N’ BYTES	10
<i>How To Turn The Remember Passwords Prompt On Or Off.....</i>	<i>10</i>
DEPARTMENT OF INFORMATION TECHNOLOGY	10
Contracts & Purchasing Division Information.....	11
<i>DOIT Bid/ Proposals</i>	<i>11</i>
<i>DOIT Contract Awards.....</i>	<i>11</i>
CONTACT US	11
MISS A PREVIOUS ISSUE OF WIN?	11



A New Office Supply Contract!

This is **BIG NEWS!** A new General Office Supplies, Paper and Toner Contract (04PSX0016) will be in effect beginning July 1, 2004. You can look forward to lower prices, new items and many other exciting features! Watch your email next week for a “**Special Edition WIN**” where we will have all the details. To satisfy your curiosity, here are a few of the contract highlights:

- **Increased fixed price item list** to give you more choices at greater savings!
 - Fixed Cost Office Supplies
 - Current Contract: 265 fixed cost office supplies
 - New Contract: **807 fixed cost office supplies!**
 - Fixed Cost Paper
 - Current Contract: 20 fixed cost papers
 - New Contract: **32 fixed cost papers!**
- **A link to ALL Fixed Price Items** for each contractor will be provided and all fixed priced items will be loaded into Core-CT!
- **New Vendors!** Boise Cascade, Fairfield Stationers, Suburban Stationers and Aztec Technologies

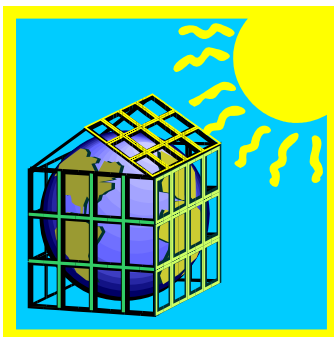
Next week’s “**Special Edition WIN**” will highlight all of the great features of this new contract! For now you can check out the new contract for yourself by using the link below!

[Office Supplies, Paper and Toner Contract](#)

CT Environmentally Preferable Purchasing



Connecticut Municipalities are Active in Climate Change Protection



ICLEI, the International Council for Local Environmental Initiatives has funded the hiring of interns at some of Connecticut’s ICLEI Cities for Climate Protection. The idea behind the Cities for Climate Protection (CCP) Campaign is simple: **Human activity produces CO₂, methane, and other global warming pollution; Cities and Counties have the power to reduce global warming pollution while saving money and improving services.** The CT Cities currently enrolled in this program to decrease the greenhouse gas emissions that fuel climate changes are: Hartford, Bridgeport, New Haven, Fairfield, Hamden, Windham, and Stamford.

The interns, who have been placed in Hartford, Hamden, Windsor, Stamford and the Central Connecticut Regional Planning Agency (serving Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, Southington), have a variety of duties ranging from data collection for carbon dioxide inventories to strategic planning.

On Thursday, June 24, 2004, members of the CT Climate Change Coordinating Committee met with the CCP interns to talk about how the state climate change initiatives and the CCP initiatives can be combined to make this state a better one in which to live. Informal presentations were given by staff from Connecticut Clean Energy Fund, Department of Environmental Protection, Department of Administrative Services, and Eastern Connecticut State University's Institute for Sustainable Energy. The discussions focused on CT's Climate Change Action Plan, Environmentally Preferable Purchasing, Landfill and Digester Gas Collection Systems, and Energy Benchmarking for Municipal and School Buildings.

Join the growing number of CT cities and towns doing their part! If you'd like your town or city to become a City for Climate Protection, you can visit the ICLEI website at <http://www.iclei.org/us>.

Information on the Connecticut Climate Change Action Plan can be viewed at <http://www.CTclimatechange.com>.



CT DAS state contracts offer a number of environmentally preferable products and services, including many that reduce greenhouse gas emissions. For more information on how you can purchase or use environmentally preferable products and services where you live and work, you may contact CT EPP at Barbara.moser@po.state.ct.us or call at (860) 713-5081.

Mark Your Calendars! CT \$hops 2004 is Coming!



Save the date! Mark your calendars! CT \$hops 2004 will be held at the Connecticut Expo Center on **Tuesday, November 9, 2004!** Stay tuned to WIN for more **CT \$hops 2004** information as it becomes available.



Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 06/21/04

Contract #	Contract Name	For:	Contract Term
04PSX0111	Video Recording Tape	All Using State Agencies and Political Subdivisions of the State	June 17, 2004 through May 31, 2007
04PSX0054	Processing of USDA Food Commodities	Department of Administrative Services, USDA Food Distribution Program	July 1, 2004 Through June 30, 2005
04PSX0016	General Office Supplies, Paper and Toner	FOR: All Using State Agencies, Political Subdivisions of the State and Not-For-Profit Organizations of the State	July 1, 2004 Through June 30, 2007 (With option to extend)
04PSX0127	Temporary and Emergency Personnel services (Food Service) for the Board of Education and Services for the Blind's	Board of Education and Services for the Blind	July 1, 2004 Through June 30, 2007
04PSX0135	Grounds Maintenance Services for DOT locations	The Department of Transportation	July 1, 2004 Through June 30, 2009

Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

[Contract Search](#)

Click on the list of "Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days". Choose the radio button marked "**Expiring** Contracts" and select the time frame. Then click "Get Contracts". That's all there is to it!

Core-CT Information



Invoice, Document and Accounting Date to Change



On July 1, 2004, the use of Invoice Date, Document Date, and Accounting Date on the Accounts Payable Voucher will change. Please see the Job Aid posted on the Core-CT Accounts Payable job aids page (<http://www.core-ct.state.ct.us/user/finjobaids/ap.htm>) for a full discussion.

1. Invoice Date: The Invoice Date will be used for the Document Date. The Document Date is the date the vendor invoice is received at any location within an agency. Additional information about the use of Document Date can be found in the State Accounting Manual. Additionally, the Invoice Date will be used as the payment terms basis date.
2. Document Date (Renamed Receipt Date): The Document Date field will be renamed as Receipt Date. The Receipt Date is the date goods or services were received by the agency. Further information on the use of the Receipt Date field can be found in the State Accounting Manual. This will default to the current date and should be changed as appropriate.
3. Acctg Date (Accounting Date): The Accounting Date field will default to the current date and should not be changed.
4. Budget Date (Distribution Line): The Budget date will continue to default to the current date. This date should not be changed.

Monitoring the PO Rollover Process



Core-CT has created the PO Rollover Scorecard for the agencies to view the progress that the Core-CT Production Support Team is making on the PO Rollover Process. The scorecard notes the Agency Name and the Date that agency is scheduled for PO Rollover 1. It will be updated on a daily basis to include dates that the team anticipates to perform PO Rollover 2 for the agency based on the outcome of Rollover 1 and any clean up that is required to complete the rollover process. Please note (very important): Agencies cannot utilize the PO module on the days that they are scheduled for Rollover 1 and Rollover 2. Agencies should review the document daily until their PO Rollover Process is complete.

The scorecard can be found as a link on the page <http://www.core-ct.state.ct.us/financials/2004fye/Default.htm>

If this link doesn't work, navigate from the Core-CT home page at <http://www.core-ct.state.ct.us/> to Financials User, 2004 Fiscal Year-End Instructions and Job Aids, PO Rollover Scorecard.

Announcing Fiscal Year Beginning Labs



Core-CT will be holding labs to assist agencies in setting up their budgets for Fiscal Year 2005 and in addressing any questions or concerns that they may have about the process. Labs will be held on Wednesday, June 23 and Thursday, June 24. There are three sessions available - 8:30 a.m., 10:30 a.m. and 1:30 p.m. Please contact Ron Vasquez at 860-622-2188 to sign up.

Please note: If your agency is rolling Purchase Orders over from this year into next year, Fiscal Year 2005 budgets must be set up in order for the roll over process to complete.

Looking for Catalog Items in Core-CT/PeopleSoft?



Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)

Getting Help Quickly And Easily



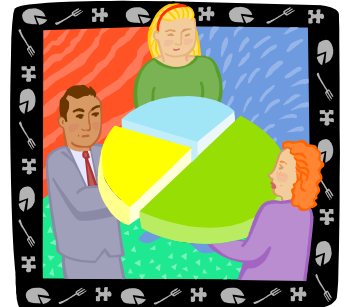
Click on the “help” link to access all the **Core-CT** help links and phone numbers that are available to you.

[Help](#)

“Certification Central”

Check this out! We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors Certified in last 7 Days**.

The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.



http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors

Questions regarding the Supplier Diversity Program can be directed Meg Yetishefsky, Supplier Diversity Manager, at meg.yetishefsky@po.state.ct.us or 860/713-5228.

Peppy's Toolbox

Click on the “toolbox link” at the right to help yourself to any of the helpful “tools” (electronic forms) that are available to you.





WINning Ways!

Peppy,

I wanted to acknowledge my thanks to several of the contract award vendors who, in my opinion, went above and beyond to provide the goods and services we needed before closing the fiscal year. I am still in awe; all orders placed were filled in record time.

- **Paper Mart's Scott Lauer;**
- **Advanced Corporate Networking's Rick Persico;**
- **Suburban Stationers Staff in Middletown;**
- **Staff at Corporate Express offices in New Jersey and Stratford; and**
- **Roybal and Sons Fire Equipment Company in Middlefield.**

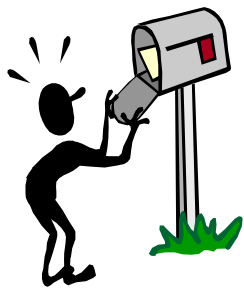


These vendors understood the need to wrap things up before we could move onto the year-end closing processes and graciously worked with us each and every step of the way to make sure everything went smoothly - and it did! What an awesome group of vendors! Not in all my years of service have I ever experienced a year-end like this one! I'm glad to have had the opportunity to work with them all.

Kerry L Kudelchuk

Fiscal Administrative Officer, Business Office
Office of Protection & Advocacy for
Persons with Disabilities

C'mon WINners. I know there are people who deserve to be recognized for a job well done. Is there a co-worker who always goes above and beyond to get the job done? Someone who is always willing to help out? Please take a few minutes to write and let me know about them. I know it would really brighten their day when they saw their name in our "WINning Ways" section of WIN and to see that their hard work and efforts were being recognized. Send your WINning Ways nominees to me at peppy.procurement@po.state.ct.us.



Ask Peppy!

Key Word Searches on Web Page

Hi Peppy,

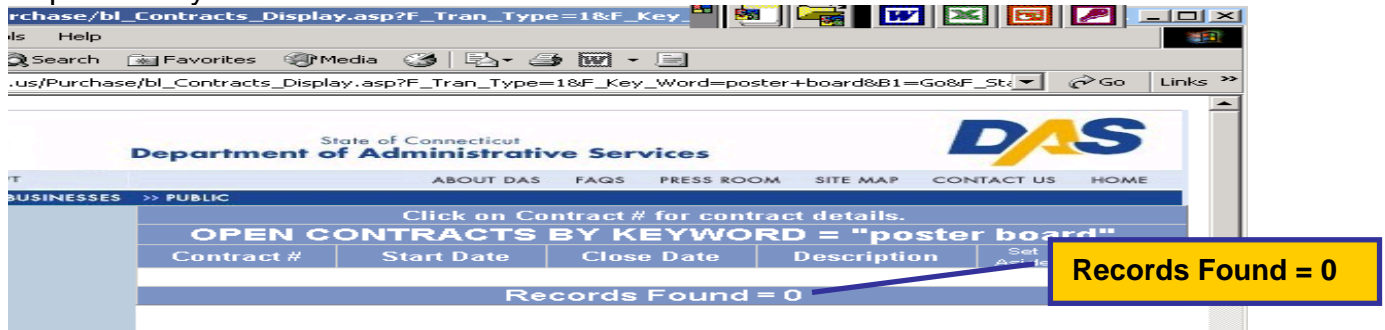
I am hoping you can help me out. Often times I look for contracts on the DAS eProcurement web page. Usually I find what I am looking for but there are times when I come up with "0 Records found." Normally it is for basic items I need that I know are on contract. Since I don't know the contract number I search by "keyword." Is there someone I should notify to let them know what keywords are coming up with no results? It would save me some frustration and most likely prevent others from experiencing it, too.

Concerned about Keywords

Dear Concerned,

Thanks for writing to me. I understand how this can be frustrating and I appreciate that you took the time to write to me. I am going to make a few suggestions for you, and anyone else who may be experiencing the same issue.

If you should receive a "Records Found = 0" from your keyword search for a contract, there are a few options for you:



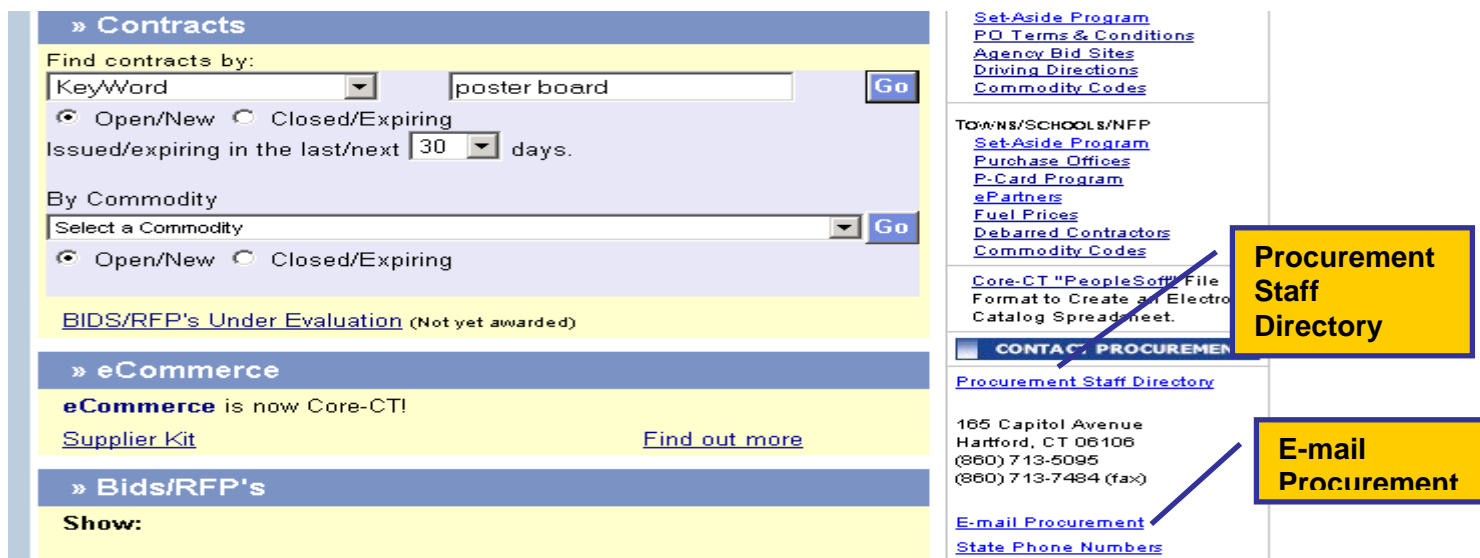
First, click on the "back" arrow to go back to the previous page.

Click "Back"



Now, if you look in the extreme right hand column, about halfway down, there is a heading labeled **Contact Procurement** followed by [Procurement Staff Directory](#) link, our mailing address and an [E-mail Procurement](#) link.

If you know which contract specialist handles the particular commodity, click on [Procurement Staff Directory](#) and you will "jump" to our staff listing which includes the phone, fax and email for each employee. Click on the email address of the employee of your choice and a blank email box will open. Note the contract you are looking for, the keywords you used to access the contract and the fact that you were unsuccessful. Once the contract specialist receives your email, he/she will add those words to our keyword search on the web page.



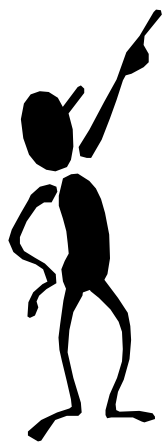
Not sure who to contact in Procurement? Click on the [E-mail Procurement](#) link. A blank email box will pop up that is addressed to "WeServeYou". Provide the information as directed about and your email will be directed to the appropriate person.

By taking a few minutes to let us know these words, you will avoid future frustration and you will help others who are looking for the same contract!

Peppy

Do you have a purchasing question and you can't seem to find the answer? Send it to me at peppy.procurement@po.state.ct.us and I will do my best to find the answer for you and post it in a future issue of WIN.

Peppy's Points to Ponder...



Peppy,

This is what I've always told my children as they were growing up. You might want to include it in your newsletter.

Dolores Schroeder
D.P.W.



"Do not follow where the path may lead, Go instead where there is no path and leave a trail."

- Ralph Waldo Emerson

Thanks for sharing this with us, Dolores. The quote is a great reminder for "children" of all ages!

Come on WINners! Send them in! Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming! Please take a minute to send them to me at peppy.procurement@po.state.ct.us and watch for them to appear in future issues of WIN.



Tech Talk with Ms. Bits n' Bytes

How To Turn The Remember Passwords Prompt On Or Off

When you go to a site on the Internet and enter your user ID and password, a little box will pop up asking you if you want to continue to remembering passwords. If you answer no to this prompt you will not see this message again and Internet Explorer will not remember your password information.

If you answered no to this prompt before and decide you want Internet Explorer to start remembering your password information, you can turn this prompt on or off again.



- Click on Tools at the top of Internet explorer
- Click on Internet Options
- Click on the Content Tab
- Under Personal Information Click on the AutoComplete Tab.
- Click on the small box to the left of "Prompt me to save passwords" to enter or remove the check mark.
- Click on Ok.

Thanks to thepcyoubuy.com for this information.

Don't forget to write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: maureen.blackburn@po.state.ct.us



Keep up to speed with what's happening in the

Department of Information Technology



Contracts & Purchasing Division Information



Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact Information](#) page of their web site.

DOIT Bid/ Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.

Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email with the following information:



Name:
Job Title:
Agency/Organization Name:
Mailing Address:
City/State/Zip:
Phone:
Fax:
Email:

Email Teresa Dupont at teresa.dupont@po.state.ct.us or fax it to her at 860-622-2940. Once she gets the information, they will be added to the “**WIN**ner” list! Likewise, if you do not wish to receive **WIN**, send us a note and your name will be removed. Questions? Call Teresa at 860-713-5073.

Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>